

Minutes of the Personnel Committee
Tuesday, October 14, 2003

Chair Paulson called the meeting to order at 1:00 p.m. and led the committee in the Pledge of Allegiance.

Present: Supervisors Duane Paulson (Chair), Robert Thelen II, Don Broesch, Jeff Morris, Carl Seitz, Matt Thomas and Pete Gundrum.

Also Present: Legislative Policy Advisor Dave Krahn, County Board Chairman Jim Dwyer, County Clerk Kathy Nickolaus, Director of Administration Norm Cummings, Employment Services Manager Sue Zastrow, Senior Financial Analyst Mike Baniel, Labor Relations Manager Jim Richter, Offices Services Coordinator Windy Jicha, Supervisor Bonnie Morris, Treasurer Pam Reeves, Supervisor Hank Carlson, Supervisor Rodell Singert, Budget Manager Keith Swartz, Information Systems Manager Mike Biagioli, District Attorney Paul Bucher, Register in Probate Sally Lunde, Director of Parks and Land Use Dale Shaver, Supervisor Bonnie Morris, Legislative Policy Advisor Mark Mader, Computer Services Coordinator Dennis Enloe, Senior Financial Analyst Andy Thelke, Supervisor Dick Manke, Senior Financial Analyst Clara Daniels.

Public Comment

- Dianne Horlamus, Executive Director of the Elm-Brook Humane Society, Inc., distributed and discussed a handout regarding the Humane Animal Program.
- County Executive Dan Finley introduced his new Chief of Staff Allison Bussler.

Discuss and Consider Ordinance 158-O-082: Create New and Abolish Positions: Approve Reclassifications; Establish Salary Placements of Non-Represented Positions Resulting from Review of Non-Represented Classifications; Modify Sunset Provisions of Certain Positions

District Attorney's Office - Bucher, Cummings, Zastrow and Biagioli were present to discuss the abolishment of the position in the District Attorney's Office. Cummings said in the spring, county departments were asked to reduce their budgets. The District Attorney's offices had funding cut to the End User Technology Fund because the state was taking over the computer system in the District Attorney's Office including the support of the IJIS system. After this conversion, there would be very little for the county to do to support these computers. Biagioli said there would still be need for computer support in the future. He said, they requested Human Resources to review how the job has changed and to determine if it should be reclassified. The District Attorney was not in favor of a reclassification in the 2003 budget. Once the state takes over the computers in the office, there will be very little computer coordinator-type work to be done at the District Attorney's office. Biagioli said he thinks the Information Systems Department can handle supporting the four county PCs. The District Attorney's Office is the smallest department that has its own dedicated computer support person. Computer Coordinators stay in their departments, don't participate in the same training as regular IS staff, and do not follow the same career ladder as regular IS staff persons.

Cummings distributed the County/state agreement for computer support. The position is "spec'd" as a computer coordinator and not a forensics investigator. The Sheriff's Department has a Forensics Investigative Unit that handles computer crimes. He distributed a handout on this unit and reviewed it. Cummings believes computer forensics in Waukesha County is handled appropriately in the Sheriff's Department.

Zastrow said she reviewed this position in 2002. The Computer Systems Coordinator was going to be in charge of special computer projects and increased time spent on forensics investigations in conjunction with the Sheriff's Department. At the time of review, the District Attorney wasn't sure how the duties of the position broke down to percentages. In 2003 Zastrow investigated the position and found the District Attorney's position was still partnering with the Sheriff's Department. The Sheriff's Department forensics

investigator is at a much lower pay range than the position in the District Attorney's Office. At that time, the forensics time was estimated at 30%. The state is to support the computers once the conversion to the state system is complete. The main part of the Computer System Coordinator class specification is to provide support for the computers in the department and to work on some special projects.

Biagioli said they have a timeline estimate for installation of the state system of spring 2004. They are expecting to have it installed with access to the District Attorney's LAN during April 2004. According to the agreement, the state will assume all management of the hardware and software. He does expect it to be in-place by April 2004.

Paulson asked if we will need a Computer Services Coordinator until April 2004? Biagioli said the Information Systems Department has had 154 hours of interfaces with the District Attorney's Office this year. This is about one month's worth of work. He feels confident that his department can provide support until this system is up.

Bucher said this person has been with the county for ten years. He saw the opportunity to partner with the Sheriff's Department to do forensics. They are working to get off of IJIS system. The impression that he has been given is that there will be no further duties from the county once the Protect system is up and running.

Paulson said the agreement with the state says the state will take over all computer duties.

Bucher said he would like the Protect system to be up and running by April but he doesn't think it will be. They need a Protect administrator on staff. Biagioli's staff is great but they are overburdened. They have many different issues to address. Bucher distributed a series of Emails from Laura Radke, Paul Bucher and Dennis Enloe. Bucher said he generates more than \$1 million per year in revenues for the county. This issue is about supporting the District Attorney's Office information technology issues while providing ongoing litigation support for attorneys. He also needs to provide training and education to police officers around the county. They have found a partnership to use the computer and investigative work together. They have 19 attorneys that need support. His customers deserve the services; Enloe provides them. Enloe's responsibilities will drop once the Protect system is installed. Every police chief in the county supports this position. He said Paulson should be receiving letters from police chiefs regarding their support. If he doesn't have the services of Enloe, they will be soft in this area and he will have to pass these costs on to some area. He will pass the costs onto the municipalities. He threatened to fill the room with police chiefs if he has to to keep this position.

Enloe showed a PowerPoint presentation regarding his position. The presentation included: the District Attorney's Office mission statement, a list of people who support the position, summary of past activities, current opportunities, comparison, old and new opportunities, business concept, recent known cases, competition, goals and objectives and key issues.

Paulson asked Bucher why he didn't go for a reclassification on this position? Bucher said he doesn't believe it is necessary because the staff member is doing the same job he has always done and it fits his job description.

Broesch said he believes in law enforcement and the integrity of the salary system in Waukesha County. He asked Bucher why he didn't agree to have this position reclassified. Bucher said he doesn't see that the position has changed or will change significantly. Broesch asked what percentage of work is considered forensics and what percentage as a coordinator. Bucher said 70 -75% of the work falls under the

Computer Services Coordinator description. It all depends on what types of cases the office is dealing with at any given time. He doesn't think it's necessary to reclassify this position, at this time.

Broesch said he has heard a lot of information about forensics. Is this a function that the IS Department can take care of? Cummings said yes, it can be taken care of by that department.

MOTION: Broesch moved, Thomas second, to tentatively deny the abolishment of the Computer Services Coordinator in the District Attorney's Office. **Motion carried:** 6-1 (Paulson voted no).

Parks and Land Use – Shaver explained the changes in state law that affects the Humane Animal program in Waukesha County and outlined the County's responsibilities of the program. He reviewed the ordinance covering the Humane Animal Program that was approved by the County Board in August 2003.

Morris said because the board passed this ordinance, we are obligated to run this program. If we do not fund this position, we will have to contract out to other programs which will cost a lot more money than the county positions. Shaver said when he presented this ordinance he told Supervisors not to approve this ordinance if you are not going to approve the positions.

MOTION: Thomas moved, Broesch second, to tentatively approve to create the position of Humane Animal Officer and abolish the position of Humane Animal Specialist in the Parks and Land Use Department. **Motion carried: 6-1** (Seitz voted no).

Circuit Court Services – Lunde said the Register in Probate is a statutory position. She read the state statutes that relate to the Register of Probate and the Deputy Register in Probate and statutory job responsibilities. Lunde said having a second deputy would allow the office to have someone on staff at all times to help with statutory duties. This change in position will cost \$860 per year. She feels that with the extra help provided by the Deputy Register in Probate, overtime hours in 2004 will be seriously reduced because of the help this person will provide.

Morris asked what are the practical consequence of not approving this position? Lunde said people will have to wait longer to be helped. Morris said with the aging population, do you foresee a larger need for services? Lunde said the number of new estates opened in the last ten years has been consistent. They are seeing much larger and complex estates with higher filing fees. More estates are being handled by lay people.

MOTION: Thomas moved, Broesch second, to tentatively approve to abolish the Program Assistant position and create the Deputy Register in Probate in the Circuit Court Services Department. **Motion - carried: 7 – 0.**

Supervisor Thomas left the meeting at 3:15 p.m.

Chief of Staff Equity Adjustment – Dwyer said the County Board Chief of Staff and the legislative advisors are now making the same wages. The Chief of Staff position was reevaluated by the HAY study and according to the points awarded to this position, the pay range of this position should increase one level. Zastrow said there is an overlap between ranges 12 and 13 so this staff person would still make the same wages but have a chance to move up. Dwyer explained how things work in the County Board Office in relationship to the Chief of Staff position and the Legislative Advisors. He explained that Esler evaluates certain staff members including writing their annual evaluations so it is not appropriate for them to be at the same pay level.

MOTION: Gundrum moved, Thelen second, to approve the Chief of Staff Equity Adjustment for the County Board and County Executive. **Motion approved:** 6-0.

MOTION: Thomas moved, Seitz second, to approve Ordinance 158-O-082: Create New and Abolish Positions: Approve Reclassification; Establish Salary Placements of Non-Represented Positions Resulting from Review of Non-Represented Classifications; Modify Sunset Provisions of Certain Positions as amended. **Motion carried:** 6-0.

Discuss and Consider 2004 Operating Budgets for the Following Departments: County Executive and County Clerk

County Executive

MOTION: Broesch moved, Morris second, to tentatively approve the 2004 operating budget for County Executive. **Motion carried:** 6-0.

County Clerk

MOTION: Gundrum moved, Broesch second, to amend the County Clerk budget as follows:

Increase Personnel Costs by \$12,970 for health and dental insurance costs that were inadvertently omitted from the proposed budget and decrease Operating Expenditures \$12,970 by decreasing election costs based on the County Clerk's revised projection of the estimated 2004 election costs. **Motion carried:** 6-0.

MOTION: Morris moved, Thelen second, to amend the County Clerk budget as follows:

Increase Interdepartmental Charges by \$21,260 to be charged as a cost sharing of a Clerk Typist I-II position currently budgeted in the County Treasurer budget. **Motion carried:** 6-0.

MOTION: Broesch moved, Seitz second, to tentatively approve the 2004 operating budget for County Clerk. **Motion carried:** 6-0.

Corporation Counsel Budget

Thelke presented the amendment to this budget and the committee voted on it.

MOTION: Gundrum moved, Morris second, to amend the Corporation Counsel 2004 budget as follows:

Increase Interdepartmental Revenue and operating expenses by \$26,000 reflecting the purchase of child placement related legal services in order to expedite child placement cases for the Department of Health and Human Services. **Motion carried:** 6-0.

Executive Committee Report

- UW-Extension 2004 Operating Budget
- Resolution on the 2004 Tax Freeze
- Presentation on the Countywide HazMat Response Team
- Considered the 2004 Operating Budget for the Federated Library System and Non-Departmental

Future Agenda Items

- Presentation by the Internal Auditors

Future Meeting Dates

The committee will not meet on October 21, 2003 as scheduled.

Motion to Adjourn

MOTION: Thelen moved, Morris second, to adjourn the meeting at 3:36 p.m. **Motion carried:** 6-0.

Respectfully submitted,

Peter Gundrum
Secretary